



## National Finance Center CAPPS Notification

# Table Management (TMGT) and EmpowHR Table Verification - 2023 Annual Pay Raise Project 50038

January 4, 2023

Reference Number: NFC-1672258282

Dear Customer:

The National Finance Center (NFC) is preparing for the generation of personnel actions for the 2023 Annual Pay Raise Project. NFC has finished updating all related pay tables and those Agencies that submitted table updates can begin verifying TMGT entries on **Thursday, January 5, 2023**, from 8:00 a.m. central standard time (CST) to 4:00 p.m. CST.

The three Web page links are as follows:

1. [2023 Annual Pay Raise Activities TIMELINE](#)
2. [2023 Annual Pay Raise Customer Procedures](#)
3. [2023 Annual Pay Raise Agency Status Report](#)

The following actions should be taken by the Agencies who submitted their requirements and table updates by the Tuesday, January 3, 2023, midnight deadline:

- Review Agency-submitted TMGT entries for accuracy. As stated on page 8 of the 2023 Annual Pay Raise Customer Procedures, a 1-day turnaround will be allowed for Agency approvals.
- Submit Agency approvals to the Annual Pay Raise Mailbox, with subject: TMGT Verification for DEPT/AGCY, using the 2023 Annual Pay Raise Agency Status Report. If corrections are required, Agencies must identify the details on the Agency Status Report. Please include supporting documentation and screenshots to ensure that all issues will be properly addressed.

- Review the 2023 Annual Pay Raise Activities TIMELINE that NFC is following to implement the January 2023 pay increase.

Please be reminded that the contents of this notification and other Annual Pay Raise resources can be viewed online at the [Annual Pay Raise Web site](#).

If you have any questions/comments regarding this notification, please send an email to the Annual Pay Raise Mailbox at [Annual.Payraise@usda.gov](mailto:Annual.Payraise@usda.gov).

Thank You,  
2023 Annual Pay Raise Team